

# YOUTH SERVICES POLICY

<b>Title:</b> Youth Structured Programming <b>Next Annual Review Date:</b>	<b>Type:</b> B. Classification, Sentencing and Service Functions <b>Sub Type:</b> 2. Classification <b>Number:</b> B.2.10
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<b>References:</b> ACA Standards: 3-JTS-5B-01through 5B-03, 5B-07, 5C-05, 2E-02, and 5F-03 (Juvenile Training Schools); La. R.S. 14:2; La. Children's Code Article 897.1; YS Policy Nos. C.1.12 "Recreation Activities", C.5.1"Activity Reports/Unusual Occurrence Reports - Operational Units," and C.5.3 "Headquarters Audit-Secure and Non-Secure Facilities and Residential Contract Facilities."	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Simon Gonsoulin, Deputy Secretary</i>	<b>Date of Approval:</b> 04/29/2005

**1. AUTHORITY:**

Deputy Secretary of Youth Services as contained in La. R.S. 36:405.

**2. PURPOSE:**

To establish a uniform policy concerning statewide structured programming for all youth in all state secure care facilities.

**3. APPLICABILITY:**

Deputy Secretary, Deputy Assistant Secretaries, Facility Directors and all appropriate Youth Services (YS) employees, particularly those employees assigned to programming responsibilities. Each Facility Director shall develop written procedures to implement the contents of this policy.

**4. DEFINITION:**

Custody staff - all security personnel, which includes Youthcare Workers and Supervisors.

**5. POLICY:**

It is the Deputy Secretary's policy that each secure care facility shall create and maintain daily schedules in each living unit/program that shall set forth the planned, structured programs (educational, recreational, counseling, religious, etc.) and operational activities for all youth in the assigned unit/program.

Such schedules will include time for permissible leisure activities. These schedules will be developed and maintained by each unit/program's dorm management team. Dorm Managers shall document the cancellation of any major activity scheduled for their unit on an Unusual Occurrence Report.

**6. GENERAL PROCEDURES:**

- A. Schedules must be posted in a viewing area readily accessible to all youth in the unit/program.
- B. Schedules and subsequent adjustments to schedules must be approved by the Facility Director or his designee.

**7. QUALITY ASSURANCE:**

Facility Directors, Directors of Social Service, Directors of Mental Health, and staff of the Youth Programs and Performance Evaluation Section shall monitor compliance with the stipulations of this policy and ensure that all planned activities proceed in accordance with the schedule as much as reasonably possible.

**Previous Regulation/Policy Number:** B-02-013 / B.2.10

**Previous Effective Date:** 09/30/2003

**Attachments/References:**